


SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER N3560A15RCCA001		PAGE 1 OF 51	
2. CONTRACT NO. N68836-14-C-0035-P00003		3. AWARD/EFFECTIVE DATE 01-Oct-2014		4. ORDER NUMBER		5. SOLICITATION NUMBER N68836-14-R-0051	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME ROBERT E. DEANGELIS				b. TELEPHONE NUMBER (No Collect Calls) 904-542-1038	
8. OFFER DUE DATE/LOCAL TIME 12:00 AM 05 Sep 2014		9. ISSUED BY CODE N68836 NAVSUP FLC JACKSONVILLE CODE 220 SERVICE CONTRACTS DIV ROBERT DEANGELIS 110 YORKTOWN AVENUE, 3RD FLOOR NAS JACKSONVILLE FL 32212-0097 TEL: 904-542-1038 FAX: 904-542-1088		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input checked="" type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: 27.5M NAICS: 561320		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO CHIEF OF NAVAL EDUCATION AND TRAINING GOVERNMENT REPRESENTATIVE 250 DALLAS STREET PENSACOLA FL 32508-5220		CODE N00062		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR CODE 36TX1 TELESOLV CONSULTING, LLC DAVID VINCENT 1210 FLORIDA AVE NE WASHINGTON DC 20002-7106 TEL. 202-553-4948		FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE N68732 DFAS CLEVELAND NORFOLK ACCOUNTS PAYABLE P O BOX 998022 CLEVELAND OH 44199-8022			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA See Schedule					26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$400,043.16		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE N68836-14-R-0051 <input checked="" type="checkbox"/> OFFER DATED <u>29-Aug-2014</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		31c. DATE SIGNED 16-Sep-2014	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) JOANNA R. KNOWLES / CONTRACT SPECIALIST TEL: 904-542-6646 EMAIL: joanna.r.knowles@navy.mil			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)							PAGE 2 OF 51
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____							
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
					32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				42a. RECEIVED BY <i>(Print)</i>			
				42b. RECEIVED AT <i>(Location)</i>			
				42c. DATE REC'D <i>(YY/MM/DD)</i>		42d. TOTAL CONTAINERS	

Section SF 30 - BLOCK 14 CONTINUATION PAGE

CLAUSES INCORPORATED BY FULL TEXT

252.203-7998 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements – Representation (DEVIATION 2015-O0010) (FEB 2015)

(a) In accordance with section 743 of Division E, Title VIII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for contracts with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

CLAUSES INCORPORATED BY FULL TEXT

252.203-7999 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-O0010) (FEB 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) (1) In accordance with section 743 of Division E, Title VIII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015, (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

(a) Definitions. As used in this clause--

Adequate security means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

Attribution information means information that identifies the Contractor, whether directly or indirectly, by the grouping of information that can be traced back to the Contractor (e.g., program description or facility locations).

Compromise means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

Contractor information system means an information system belonging to, or operated by or for, the Contractor.

Controlled technical information means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information is to be marked with one of the distribution statements B-through-F, in accordance with DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

Cyber incident means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.

Exfiltration means any unauthorized release of data from within an information system. This includes copying the data through covert network channels or the copying of data to unauthorized media.

Media means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.

Technical information means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013, Rights in Technical Data--Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) Safeguarding requirements and procedures for unclassified controlled technical information. The Contractor shall provide adequate security to safeguard unclassified controlled technical information from compromise. To provide adequate security, the Contractor shall—

(1) Implement information systems security in its project, enterprise, or company-wide unclassified information technology system(s) that may have unclassified controlled technical information resident on or transiting through them. The information systems security program shall implement, at a minimum—

(i) The specified National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 security controls identified in the following table; or

(ii) If a NIST control is not implemented, the Contractor shall submit to the Contracting Officer a written explanation of how—

(A) The required security control identified in the following table is not applicable; or

(B) An alternative control or protective measure is used to achieve equivalent protection.

(2) Apply other information systems security requirements when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraph (b)(1) of this clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

Table 1--Minimum Security Controls for Safeguarding

Minimum required security controls for unclassified controlled technical information requiring safeguarding in accordance with paragraph (d) of this clause. (A description of the security controls is in the NIST SP 800-53, "Security and Privacy Controls for Federal Information Systems and Organizations"

(<http://csrc.nist.gov/publications/PubsSPs.html>.)

<u>Access Control</u>	<u>Audit & Accountability</u>	<u>Identification and Authentication</u>	<u>Media Protection</u>	<u>System & Comm Protection</u>
AC-2	AU-2	IA-2	MP-4	SC-2
AC-3(4)	AU-3	IA-4	MP-6	SC-4
AC-4	AU-6(1)	IA-5(1)	<u>Physical and Environmental Protection</u>	SC-7
AC-6	AU-7			SC-8(1)
AC-7	AU-8			SC-13
AC-11(1)	AU-9			SC-15
AC-17(2)	<u>Configuration Management</u>	<u>Incident Response</u>	PE-2	SC-28
AC-18(1)		IR-2	PE-3	
AC-19		IR-4	PE-5	
AC-20(1)		IR-5	<u>Program Management</u>	
AC-20(2)		IR-6		
AC-22				<u>System & Information Integrity</u>
		<u>Maintenance</u>		SI-2
		MA-4(6)		SI-3
		MA-5		SI-4
		MA-6		
<u>Awareness & Training</u>	<u>Contingency Planning</u>		<u>Risk Assessment</u>	
AT-2	CP-9		RA-5	

Legend:

AC: Access Control

AT: Awareness and Training MP:

AU: Auditing and Accountability

CM: Configuration Management
CP: Contingency Planning
IA: Identification and Authentication
IR: Incident Response
MA: Maintenance
MP: Media Protection
PE: Physical & Environmental Protection
PM: Program Management
RA: Risk Assessment
SC: System & Communications Protection
SI: System & Information Integrity

(c) Other requirements. This clause does not relieve the Contractor of the requirements specified by applicable statutes or other Federal and DoD safeguarding requirements for Controlled Unclassified Information as established by Executive Order 13556, as well as regulations and guidance established pursuant thereto.

(d) Cyber incident and compromise reporting.

(1) Reporting requirement. The Contractor shall report as much of the following information as can be obtained to the Department of Defense via (<http://dibnet.dod.mil/>) within 72 hours of discovery of any cyber incident, as described in paragraph (d)(2) of this clause, that affects unclassified controlled technical information resident on or transiting through the Contractor's unclassified information systems:

(i) Data Universal Numbering System (DUNS).

(ii) Contract numbers affected unless all contracts by the company are affected.

(iii) Facility CAGE code if the location of the event is different than the prime Contractor location.

(iv) Point of contact if different than the POC recorded in the System for Award Management (address, position, telephone, email).

(v) Contracting Officer point of contact (address, position, telephone, email).

(vi) Contract clearance level.

(vii) Name of subcontractor and CAGE code if this was an incident on a subcontractor network.

(viii) DoD programs, platforms or systems involved.

(ix) Location(s) of compromise.

(x) Date incident discovered.

(xi) Type of compromise (e.g., unauthorized access, inadvertent release, other).

(xii) Description of technical information compromised.

(xiii) Any additional information relevant to the information compromise.

(2) Reportable cyber incidents. Reportable cyber incidents include the following:

(i) A cyber incident involving possible exfiltration, manipulation, or other loss or compromise of any unclassified controlled technical information resident on or transiting through Contractor's, or its subcontractors', unclassified information systems.

(ii) Any other activities not included in paragraph (d)(2)(i) of this clause that allow unauthorized access to the Contractor's unclassified information system on which unclassified controlled technical information is resident on or transiting.

(3) Other reporting requirements. This reporting in no way abrogates the Contractor's responsibility for additional safeguarding and cyber incident reporting requirements pertaining to its unclassified information systems under other clauses that may apply to its contract, or as a result of other U.S. Government legislative and regulatory requirements that may apply (e.g., as cited in paragraph (c) of this clause).

(4) Contractor actions to support DoD damage assessment. In response to the reported cyber incident, the Contractor shall—

(i) Conduct further review of its unclassified network for evidence of compromise resulting from a cyber incident to include, but is not limited to, identifying compromised computers, servers, specific data and users accounts. This includes analyzing information systems that were part of the compromise, as well as other information systems on the network that were accessed as a result of the compromise;

(ii) Review the data accessed during the cyber incident to identify specific unclassified controlled technical information associated with DoD programs, systems or contracts, including military programs, systems and technology; and

(iii) Preserve and protect images of known affected information systems and all relevant monitoring/packet capture data for at least 90 days from the cyber incident to allow DoD to request information or decline interest.

(5) DoD damage assessment activities. If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor point of contact identified in the incident report at (d)(1) of this clause provide all of the damage assessment information gathered in accordance with paragraph (d)(4) of this clause. The Contractor shall comply with damage assessment information requests. The requirement to share files and images exists unless there are legal restrictions that limit a company's ability to share digital media. The Contractor shall inform the Contracting Officer of the source, nature, and prescription of such limitations and the authority responsible.

(e) Protection of reported information. Except to the extent that such information is lawfully publicly available without restrictions, the Government will protect information reported or otherwise provided to DoD under this clause in accordance with applicable statutes, regulations, and policies. The Contractor shall identify and mark attribution information reported or otherwise provided to the DoD. The Government may use information, including attribution information and disclose it only to authorized persons for purposes and activities consistent with this clause.

(f) Nothing in this clause limits the Government's ability to conduct law enforcement or counterintelligence activities, or other lawful activities in the interest of homeland security and national security. The results of the activities described in this clause may be used to support an investigation and prosecution of any person or entity, including those attempting to infiltrate or compromise information on a contractor information system in violation of any statute.

(g) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (g), in all subcontracts, including subcontracts for commercial items.

(End of clause)

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Logistic support services FFP FOB: Destination MILSTRIP: N3560A15RCCA001 PURCHASE REQUEST NUMBER: N3560A15RCCA001 SIGNAL CODE: A	12	Months	\$32,131.60	\$385,579.20
				NET AMT	<hr/> \$385,579.20
	ACRN AA CIN: N3560A15RCCA0010001				\$385,579.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	ODC Travel and Per Diem FFP Other Direct Costs - Travel ODC expenses (Not to Exceed - NTE) are established under this task order IAW the PWS TASK 9.0 The NTE amount (\$11,000.00) is the maximum amount reimbursable under this task order. ODCs must be approved in advance by the Government. This amount shall be exceeded at the Contractor's own risk and the Government shall not be liable for costs incurred above the funded amount. FOB: Destination MILSTRIP: N3560A15RCCA001 PURCHASE REQUEST NUMBER: N3560A15RCCA001 SIGNAL CODE: A	14,463.96	Lot	\$1.00	\$14,463.96 NTE
				NET AMT	<hr/> \$14,463.96
	ACRN AA CIN: N3560A15RCCA0010002				\$14,463.96

PWS

**PERFORMANCE WORK STATEMENT
FOR CITIZENSHIP DEVELOPMENT SUPPORT
NAVAL AIR STATION PENSACOLA, FL.
(5808)**

1.0 SCOPE:

The Contractor shall provide Logistics, Administrative, Curriculum Support, and Program Analyst support for the Naval Service Training Command (NSTC) Citizenship Development Group/Naval Junior Reserve Officers Training Corp (NJROTC) located at the Naval Air Station Pensacola, Florida. The Logistics Material Coordinator, Curriculum Specialist, Program Analyst and one of the required Administrative Assistants will be located at Naval Air Station Pensacola. One of the required Administrative Assistants will be located in Gulfport, Mississippi.

2.0 APPLICABLE DIRECTIVES:

- DD-254 – Contract Security Classification Specification
- DD FORM 1966 – Record of Military Processing
- Department of the Navy Instructions and Regulations
- Department of Defense Instructions and Regulations
- FD-258 – FBI Fingerprint Card and Identification Record Information
- FORM I-9 – Employment Eligibility Verification
- HIPAA (Health Insurance Portability and Accountability Act) Privacy and Security policies.
- SECNAV M5510.30 – DON Personnel Security Program
- SF-85 – Questionnaire for Public Trust Position
- SF-86 – Security Clearance Questionnaire
- Simplified Acquisition Procedures and Contract, Sect “C”, Para 1.6C
- SUP 5252.232-9402 – Limitation of Liability
- Various OSHA safety, security, local instructions, rules and notices provided by the Government Staff.
- SECNAVINST 5216.5D
- SECNAVINST 5210.11D
- NSTC M-5761.1
- OPNAVINST 5760.5C
- OPNAVINST 1533.5C
- 10 USC Sec 2031
- DOD Directive 1205.13

2.1 ACRONYMS AND ABBREVIATIONS:

CD	Citizenship Development
COR	Contracting Officer’s Representative
DCAA	Defense Contract Audit Agency
DFAS	Defense Finance and Accounting Service
DISCO	Defense Industrial Security Clearance Office
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DON	Department of the Navy
DONCAF	Department of the Navy Central Adjudication Facility
E-QIP	Electronic Questionnaire for Inspection Processing
FAD	Facility Access Determination
FAR	Federal Acquisition Regulation
FSO	Facility Security Officer
GFP	Government Furnished Property
HMC	Hazmat Coordinator
HSPD	Homeland Security Presidential Directive
ISSOP	Inter-Service Supply Support Operations Program
ISSOT	Intra-Fleet Supply Support Operation Team
JPAS	Joint Personnel Adjudication System
JUMS	JROTC Unit Management System
LOC MECH	Logistics Operations Center
LPO	Local Processing Office
LCPO	Leading Chief Petty Officer
NACLC	National Agency Check with Local Agency and Credit Checks

NACI	National Agency Check with Inquiries
NAVFAC	Naval Facilities Engineering Command
NAVSUP	The Navy Supply System Command
NETC	Naval Education and Training Command
NISP	National Industrial Security Program
NJROTC	Naval Junior Officers Training Corps
NSTC	Naval Service Training Command
ODC	Other Direct Charges
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
PII	Personally Identifiable Information
PPE	Plant Account Property and Equipment
PWS	Performance Work Statement
SAAR-N	System Authorization Access Request Navy
SBU	Sensitive But Unclassified
SCI	Sensitive Compartmented Information
SOP	Standard Operating Procedures
STEM	Science, Technology, Engineering and Mathematics
SUPMIS	Supply Management System
USCIS	U.S. Citizenship and Immigration Services
WAWF	Wide Area Work Flow

3.0 REQUIREMENTS:

The Contractor shall designate a single Point of Contact (POC) responsible for the supervision and direction of all contract employees employed under this contract, and the Contractor shall provide contact information for the POC to the Government COR. In addition, the Contractor shall perform the following supported tasks:

3.1 LOGISTICS SUPPORT SERVICES (Material Coordinator):

The Contractor will coordinate and expedite material being received from and shipped to NJROTC units within the program. Contractor develops and compiles requisitions of material for review and final approval and arranges for unit transfer of materials and monitor and control material shipments. The Contractor will compile reports of quantity and type of material and equipment on hand at various NJROTC unit locations. In addition, the Contractor shall perform the following logistics support tasks:

- a. Analyze data from the JROTC Unit Management System (JUMS) to determine class room size, cadet enrollment, and active programs to recommend funding requirements and process funds for uniform ordering and conduct trend analysis on ordering status/cancellation reports.
- b. Provide updates of uniform databases to individual NJROTC units. Initiate status queries and issue special bulletins relating to cost saving/discontinuation specials and alert senior management officials of potential problem areas.
- c. Provide analysis of requirements, management of allocations, annual inventory, replacement parts and evaluate survey forms in conjunction with the interface of Naval Surface Warfare Center (NSWC) Crane, IN for the Drill Rifle Program/audiovisual aids and computers.
- d. Recommend requirements based on committee meetings with area manager and instructors, as directed, initiate procurement, manage allocations and direct disposal of equipment for Minor Property and Materials Program.
- e. Analyze requirements for smart card purchases, disseminate procedures and evaluate expenditure of funds and invoices.

- f. Accurately execute the uniform program, by verifying all allocated funds are distributed in accordance with Commander, Naval Service Training Command Manual 5761.1 and fully obligated on authorized uniform components.
- g. Update JUMS and submit changes to all NJROTC units within 3 days of change.
- h. Manage classroom equipment, computers, drill rifles, and air rifle equipment based on schools individual needs.
- i. Input annual inventory of clothing and minor property into JROTC Unit Management System (JUMS) for future reference as needed.
- j. Ensure completed procurement records are maintained in JUMS, NJROTC Management Information System NJMIS, or Fund Administration and Standardized Automation (FASTDATA). Spreadsheets are also maintained for future requirements as funding becomes available.
- k. Submit expenditures and invoices for proper approvals.

3.2 CITIZENSHIP DEVELOPMENT (CD) SUPPORT SERVICES (Administrative Assistant):

Contractor shall provide general administrative support for the NSTC Citizenship Development staff located in Pensacola, FL. The Contractor will track correspondence, receive and distribute incoming correspondence to the correct recipients. The Contractor will maintain and file all official correspondence files, memorandums, instructions and notices. The Contractor shall prepare copies of correspondence received and route to cognizant personnel, provide centralized records function including standard handling/retention procedures, archiving historical and operational documents and document searches. The Contractor shall:

- a. Receive visitors and take incoming phone calls, answering routine and non-technical requests for information and directing other calls to the proper recipient. The Contractor will sort, distribute and collect mail. Maintain program information and provide information to visitors.
- b. Coordinate logistics and document requirements for Citizenship Development (CD) conferences and meetings. Confirm scheduling and attendance of participants.
- c. Prepare a variety of correspondence i.e., business letters, memorandum, directives, statistical and narrative reports, endorsements and forms. Compose/prepare recurring and nonrecurring correspondence, reports and other official documents. Prepare spreadsheets utilizing multiple sources of data and maintain government publications files, updating and making changes when change notices are received.
- d. Maintain accurate databases for all assigned programs. Input, delete, retrieve, and correct as required information in the databases to maintain the accuracy of relevant data.
- e. Receive, research and provide information to NJROTC staff and students regarding Citizenship Development Program.
- f. Monitor status of Citizenship Development (CD) tasks to develop information outputs. Enter, sort and extract data and prepare reports as required and plan and evaluate the effectiveness of the CD support processes and assist in the development of recommendations to improve and or resolve program problems.

3.3 CITIZENSHIP DEVELOPMENT (CD) SUPPORT SERVICES (Administrative Assistant):

Contractor shall provide general administrative support for NJROTC Area Eight located in Gulfport, MS. The Contractor will track correspondence, receive and distribute incoming correspondence for the NJROTC Area Eight Office. The Contractor will maintain official correspondence file, file all official correspondence, memorandums, instructions and notices. The Contractor shall prepare copies of correspondence received and route to cognizant

personnel, provide centralized records function including standard handling/retention procedures, archiving historical and operational documents and document searches. The Contractor shall:

- a. Receive visitors and take incoming phone calls, answering routine and non-technical requests for information and directing other calls to the proper recipient. The Contractor will sort, distribute and collect mail. Maintain program information and provide information to visitors.
- b. Coordinate logistics and document requirements for NJROTC Area Eight conferences and meetings. Confirm scheduling and attendance of participants.
- c. Prepare a variety of correspondence i.e., business letters, memorandum, directives, statistical and narrative reports, endorsements and forms. Compose/prepare recurring and nonrecurring correspondence, reports and other official documents. Prepare spreadsheets utilizing multiple sources of data and maintain government publications files, updating and making changes when change notices are received.
- d. Maintain accurate databases for all assigned programs. Input, delete, retrieve, and correct as required information in the databases to maintain the accuracy of relevant data.
- e. Receive, research and provide information to NJROTC staff and students regarding Citizenship Development Program.
- f. Monitor status of NJROTC Area Eight tasks to develop information outputs. Enter, sort and extract data and prepare reports as required and plan and evaluate the effectiveness of the support processes and assist in the development of recommendations to improve and or resolve program problems.

3.4 CURRICULUM SPECIALIST SUPPORT:

Contractor shall develop, compile, review and maintain detailed data on NJROTC units' academic status, including course credit awarded and course curriculum change approvals. The Contractor shall:

- a. Maintain the NJROTC Test Item Bank, which is comprised of thousands of test items covering the four naval science course years. Contractor will maintain the associated Test Item Discrepancy Control system, making non-subject area changes and corrections to items requiring action. Assist in conducting briefings for school administration officials on the specific details in starting an NJROTC unit. Briefings include providing details on instructor salaries, the Department of the Navy and school district responsibilities, and NJROTC curriculum and Navy logistical support.
- b. Prepare the annual National Academic Competition announcement and the test administration instructions for distribution.
- c. Develop recommendations for existing naval science courses and related changes, additions, deletions and revisions in the NJROTC program curriculum, as well as make recommendations on improving instructional standards and delivery methods of curriculum subject matter.
- d. Develop recommendations for formats and specifications for instructional material developed to support the naval science curriculum provided to NJROTC units.
- e. Conduct briefings for public and private secondary school administration officials on the content of NJROTC course curriculum, as well as actively participate in scheduled conferences with naval science instructors and school officials for the purposes of improving and evaluating NJROTC course curriculum.
- f. Provide recommendations for policy and guidance in maintaining standardization of NJROTC course curriculum, instructional methods, and text books and training aids utilized.
- g. Be responsible for the overall recommendations for coordination of the Secretary of the Navy (SECNAV) Naval Honor Schools Program and the NJROTC Academy Program.

- h. Make recommendations for updating existing training publications, training aids, audio-visual equipment, and periodicals for active NJROTC unit use.
- i. Maintain a master list of NJROTC training material and prepare all necessary correspondence related to establishing Navy libraries in NJROTC units. In addition, the Contractor shall provide support for the NROTC Scholarship Program for NJROTC cadets by preparing correspondence to units detailing scholarship requirements and processing cadet nominations for NROTC scholarships submitted by NJROTC unit Naval Science Instructors.
- j. Coordinate with all Area Managers actions necessary for the annual Joseph C. Gilliam Academic Achievement award.

3.5 PROGRAM ANALYST SUPPORT:

The Contractor shall provide Program Analyst support in the management of and the establishment and disestablishment of Naval Junior Recruit Officer Training Corps (NJROTC, and Navy National Defense Cadet Corps (NNDCC) units. Additionally the Contractor shall provide support for the management of the alternative scholarship reservation and the Science, Technology, Engineering and Math (STEM) programs and special interest items including the Suicide Prevention, Anti-Bullying, and Bystander Intervention programs. The Contractor shall:

- a. Organize all applications requesting the establishment of new NJROTC and NNDCC units. Review all applications ensuring all required information has been received. Discuss application information with school POCs when required to provide review and analysis of special circumstances for application completion. Provide Operations Manager with information and recommendations. Develop initial analysis of application information in comparison with program requirements. Provide applications and review information to the Naval Service Training Command (NSTC) Citizenship Development (CD) Operations Manager.
- b. Review and update the database consisting of the recommended "List of Nominated Schools" applying for NJROTC and NNDCC units. Recalculate points for each applicant school IAW NSTC CD directives. Verify accuracy of the database compared to file copies of the original requests. Evaluate data and brief Operations Officer on data problems, inconsistencies, and recommend solutions.
- c. Answer queries concerning the NJROTC/NNDCC unit establishment/disestablishment process, responding to requests for information and tracking the progress of each unit establishment/disestablishment through the NSTC CD review process.
- d. Prepare drafts/updates for briefings, presentations, and position papers for the Operations Manager concerning the process for conversion requests between NJROTC and NNDCC units. Research any specific requirements and prepare initial drafts.
- e. Provide analysis of NJROTC/NNDCC program effectiveness by receiving, compiling, and organizing program data for review by the CD staff. Develop preliminary analysis on program data, providing information and procedural recommendations.
- f. Perform research tasks in order to obtain a variety of NJROTC/NNDCC unit cost and performance data; organize data for analysis to derive relationships involving system parameters and cost variations. Develop preliminary analysis and recommendations.
- g. Conduct cost comparison/benefits research of declining or projected growth of NJROTC host schools. Compile data and prepare the NSTC CD submission for the annual Command History Report.

- h. Receive and organize for analysis, yearly data input for NJROTC Host Schools in support of the Graduate Report Process; particularly data regarding future military service. Assemble information to provide effective evaluation of information which can be used for future planning and operations.
- i. Prepare reports on NJROTC/NNDC unit expenditures ensuring compliance with NJROTC program requirements. Provide analysis of NJROTC/NNDC unit short and long range funding requirements based on NSTC CD planning of program objectives.
- j. Provide support in receiving, compiling and organizing congressional inquiries for review by the assigned government program analyst. Research and identify applicable and specific related information for proposed responses
- k. Coordinate and track the progress of the Alternative Scholarship Reservation (ASR) program selection process providing written summaries prepared from inputs submitted by NJROTC/NNDC Area Managers. Analyzes, reviews and recommend to Operations Manager summary information to track and receive from Area Managers. Track and report data on the demographics of ASR submissions/selections.
- l. Coordinate the NJROTC program STEM initiatives, including the transition from resident STEM camps to the ONR/CNRC sponsored, in-school Sea Perch kits. Ensures Sea Perch kits are distributed appropriately, instructors are properly trained in its use and opportunities for inter-scholastic competition and coordination are maximized. Collect, analyze and report data on program effectiveness and usage. Providing written summaries prepared from inputs submitted by NJROTC/NNDC Area Managers. Analyze, review and recommend to Operations Manager summary information to track and receive from Area Managers. Track and report data on the NJROTC STEM initiatives.
- m. Assist in implementing NJROTC Suicide Prevention initiatives, including the transition from the Pilot Program to a program-wide roll-out. Assist in the collection, distribution and coordination of training for all instructors in the materials of instruction and best practices developed by the Pilot Program. Collect, monitor and analyze feedback data on program progress. Recommend goals and milestones for units, reportable as special interest items in Area Manager bi-annual inspection reports. Report results to the chain of command. Providing written summaries prepared from inputs submitted by NJROTC/NNDC Area Managers. Analyze, review and recommend to Operations Manager summary information to track and receive from Area Managers. Track and report data on the NJROTC Suicide Prevention initiatives.
- n. Assist in implementing the NJROTC By-Stander Intervention Program, including the transition from the Pilot Program to a program-wide roll-out. Assist in the collection, distribution and coordination of training for all instructors in the materials of instruction and best practices developed by the Pilot Program. Collect, monitor and analyze feedback data on program progress. Recommend goals and milestones for units, reportable as special interest items in Area Manager bi-annual inspection reports. Report results to the chain of command. Providing written summaries prepared from inputs submitted by NJROTC/NNDC Area Managers. Analyze, review and recommend to Operations Manager summary information to track and receive from Area Managers. Track and report data on the NJROTC By-Stander Intervention initiatives.
- o. Assist in implementing the NJROTC Anti-Bullying initiatives, including the transition from the Pilot Program to a program-wide roll-out. Assist in the collection, distribution and coordination of training for all instructors in the materials of instruction and best practices developed by the Pilot Program. Collect, monitor and analyze feedback data on program progress. Recommend goals and milestones for units, reportable as special interest items in Area Manager bi-annual inspection reports. Report results to the chain of command. Providing written summaries prepared from inputs submitted by NJROTC/NNDC Area Managers. Analyze, review and recommend to Operations Manager summary information to track and receive from Area Managers. Track and report data on the NJROTC Anti-Bullying initiatives.

3.6 Work Load Data:

- a. Logistics Support Services paragraph 3.1 workload data is based on FY11/FY12/FY 13 historical data. It is expected that 8,000 Logistic Support actions will be accomplished at the rate of 32 actions per day. A logistics action is identified as but not limited to a requisitioning action, receipt of material, stowage of material, distribution of material, a filing action, and an issue action.
- b. Administrative Support Services paragraph 3.2 workload data is based on FY13 historical data. It is expected that 20,000 administrative support actions will be accomplished at the rate of 10 actions per hour. For workload data purposes an action is identified as but not limited to answer the phone, a single correspondence draft, greeting and routing visitors, a filing action, daily mail pick-up, and daily mail sort and distribution.
- c. Administrative Support Services paragraph 3.3 workload data is estimated. It is expected that 20,000 administrative support actions will be accomplished at the rate of 10 actions per hour. For workload data purposes an action is identified as but not limited to answer the phone, a single correspondence draft, greeting and routing visitors, a filing action, daily mail pick-up, and daily mail sort and distribution.
- d. Curriculum Specialist Support Services paragraph 3.4 workload data is based on FY 11/FY12/FY13 historical data. It is expected that 2,000 hours of program support is required to meet requirements within the PWS. It is expected that 1800 Curriculum Analyst Support actions will be accomplished at the rate of 150 actions per month. For workload data purposes an action is identified as but not limited to: Developing changes, additions, deletions and revisions in the NJROTC program curriculum. Developing recommendations for formats and specifications for instructional material developed to support the naval science curriculum provided to NJROTC units. Providing recommendations for policy and guidance in maintaining standardization of NJROTC course curriculum, instructional methods, and text books and training aids utilized.
- e. Program Analyst Support Services paragraph 3.5 workload data is based on FY12/FY13 historical data. It is expected that 2,000 hours of program support is required to meet requirements within the PWS. It is expected that 1800 Program Analyst Support actions will be accomplished at the rate of 150 actions per month. A Program Analyst Support action is identified as but not limited to: a correspondence action involving drafting & preparing supporting materials; an analyst action involving collection & analysis of data for a variety of special interest programs; a directives review action involving ensuring local and command directives are in keeping with program policy and intent; a training action of instructors in Program Office initiatives and best practices; and a planning action for future operations of the NJROTC program.

3.7 SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION:

- a. Logistics Support Services paragraph 3.1: The Contractor shall possess as a minimum a high school diploma with 4 years experience in commercial or military logistics.
 - 1. The Contractor shall be familiar with military terminology and possess a strong background in inventory/inventory management, requisitioning material, material receipt processing and material shipping.
 - 2. The Contractor shall have good computer skills and have experience with Microsoft Word and EXCEL. The Contractor will have excellent communication skills both oral and written.
 - 3. The Contractor shall be able to lift items up to 40 pounds.
- b. Administrative Support Services paragraph 3.2: The Contractor shall possess as a minimum a high school diploma with 4 years administrative, clerical or secretarial experience.

1. The Contractor shall have the ability to gather, organize and display data and reports and be able to read and understand and apply information and guidance provided by policies, directives and instructions.
 2. The Contractor shall have the ability to coordinate and track events involving small or large groups in various locations.
 3. The Contractor shall possess the knowledge and ability to plan and carry out projects and handle routine problems in accordance with in-house regulations, policies, instructions and directives.
 4. The Contractor shall have good computer skills with the ability to type 40 wpm with error and have experience with Microsoft Word, EXCEL, PowerPoint and Access and e-mail programs i.e., Microsoft Outlook, Google, Yahoo, etc.
 5. The Contractor shall have excellent communication skills both oral and written.
 6. The Contractor shall possess knowledge of record retention/handling procedures sufficient to ensure the location, arrangement, access to and use of data and files.
- c. Administrative Support Services paragraph 3.3: The Contractor shall possess as a minimum a high school diploma with 4 years administrative, clerical or secretarial experience.
1. The Contractor shall have the ability to gather, organize and display data and reports and be able to read and understand and apply information and guidance provided by policies, directives and instructions.
 2. The Contractor shall have the ability to coordinate and track events involving small or large groups in various locations.
 3. The Contractor shall possess the knowledge and ability to plan and carry out projects and handle routine problems in accordance with in-house regulations, policies, instructions and directives.
 4. The Contractor shall have good computer skills with the ability to type 40 wpm with error and have experience with Microsoft Word, EXCEL, PowerPoint and Access and e-mail programs i.e., Microsoft Outlook, Google, Yahoo, etc.
 5. The Contractor shall have excellent communication skills both oral and written.
 6. The Contractor shall possess knowledge of record retention/handling procedures sufficient to ensure the location, arrangement, access to and use of data and files.
- d. Curriculum Specialist Support Services paragraph 3.4: The Contractor must have as a minimum a Bachelor Degree in Education, Military Science, Business, or Management with 5 years specialized experience in curriculum development in the private, government, or military sector. A Masters Degree in Education can substitute for 5 years specialized experience.
1. The Contractor shall have a thorough knowledge and understanding of the statutes and regulations governing the NJROTC program.
 2. The Contractor shall possess a strong knowledge of curriculum development, instruction and assessment.
 3. The Contractor shall possess teaching experience in the private sector, government, military or a combination of some or all in multiple subject areas.

4. The Contractor shall possess a strong working knowledge of military procedures, U.S. Navy and U.S. Marine Corp (USMC) officer ranks and designators, enlisted ranks and ratings, USN/USMC history and USN/USMC terminology and their respective military role.
 5. The Contractor shall possess strong personal accountability and unwavering attention to detail in meeting assignments.
 6. The Contractor shall possess the ability to work independently, make independent judgments, and multi-task.
 7. The Contractor shall possess high energy, outgoing personality/friendly and professional attitude.
 8. The Contractor shall possess a commitment to quality service to students, instructors and staff.
 9. The Contractor shall possess good oral, written, reporting and presentation communication skills and be familiar with media related training aids such as Microsoft Power Point, etc., used in presentation development and delivery.
 10. The Contractor shall possess mature judgment and diplomacy to interact effectively with a broad spectrum of people, including accreditation bodies, regulatory commissions and high-ranking government officials, instructors, staff, vendors and contractors, both individually and within a team.
- e. Program Analyst Support Services paragraph 3.5:
1. The Contractor shall be proficient in various management information systems, the NJROTC information system, various NJROTC database systems and Microsoft Office products.
 2. The Contractor shall possess a thorough knowledge and understanding of the statutes and regulations governing the NJROTC and NNDCC programs.
 3. The Contractor shall have at a minimum, a working knowledge of military procedures, naval officer and enlisted rankings/designators, enlisted ratings, and the Navy Directives System is required.
 4. The Contractor shall possess strong personal accountability and unwavering attention to detail in meeting assignments.
 5. The Contractor shall possess the ability to work independently, make independent judgments, and multi-task.
 6. The Contractor shall possess high energy, outgoing personality/friendly and professional attitude.
 7. The Contractor shall possess a commitment to quality service to students, instructors and staff.
 8. The Contractor shall possess good oral, written, reporting and presentation communication skills and be familiar with media related training aids such as Microsoft Power Point, etc., used in presentation development and delivery.
 9. The Contractor shall possess mature judgment and diplomacy to interact effectively with a broad spectrum of people, including accreditation bodies, regulatory commissions and high-ranking government officials, instructors, staff, vendors and contractors, both individually and within a team.
 10. The Contractor shall be proficient in oral and written communications and have the ability and diplomacy to deal with high-level military personnel and high school/university officials.

4.0 PERFORMANCE REQUIREMENTS SUMMARY:

4.1 Logistics Support Services paragraph 3.1:

TASK	Performance Objective	Performance Standards	Frequency	Acceptable Quality level (AQL)	Surveillance Method
3.1	Conduct technical research to verify uniform requirements and execute funds requests.	Ensure that individual NJROTC units have an adequate allowance of uniforms and equipment to support the NJROTC program.	Continual	Accurately documented Technical research results forwarded for review and approval. 95% of funding required for uniform and equipment replacement and upkeep.	Customer Spot Checks. Review of NJROTC uniform and equipment inventories.
3.1	Perform follow-up actions on outstanding uniform and equipment requisitions	Follow-up actions will be conducted in accordance with NAVSUP supply procedures to expedite delivery of uniform and equipment for the various regional NJROTC programs.	Continual	Expedite delivery of uniforms and equipment to NJROTC activities. The Acceptable quality Level is to maintain 98% availability of uniforms.	Customer and activity review of inventories on-hand.
3.1	Arrange for annual inventory of all NJROTC regional units. Conduct replenishment/ research action on all reported inventory shortages	Inventories will be conducted in accordance with NAVSUP policy and local NJROTC policy. Surveys will be prepared IAW NAVSUP procedures.	Annual and as required by NJROTC Headquarters.	Annual inventories at the actual site. Inventories will be Completed inventory forwarded to NJROTC Headquarters for review. Corrective action taken on discrepancies. 98% inventory accuracy.	Customer review of inventories and discrepancy reports/inventory adjustments.
3.1	Dispose of Drill Team weapons and material no longer deemed usable or identified as outdated.	Periodically, Drill Team demonstration weapons and material will be disposed of IAW NAVSUP and NJROTC policy and procedures.	As Required	100% Dispose of material IAW procedure. Document disposals maintain file. Package/ship material to DRMO IAW procedure.	Customer review of disposition paperwork.
3.1	Annual inventories at the actual site. Replenishment action research performed on	Inventories will be conducted in accordance with NAVSUP policy and local NJROTC policy. Surveys will be	Inventories will be conducted annually and as required by NJROTC	Annual inventories at the actual site. Inventories will be Completed inventory forwarded to NJROTC Headquarters for	Customer review of inventories and discrepancy reports as well as causative research conducted and corrective action

	inventory shortages IAW procedure.	prepared IAW NAVSUP procedures.	Headquarters.	review. Corrective action taken on discrepancies. 98% inventory accuracy.	initiated to resolve inventory discrepancies.
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4.2 Administrative Support Services paragraph 3.2:

TASK	Performance Objective	Performance Standards	Frequency	Acceptable Quality level (AQL)	Performance Measure
3.2	Adhere to requirements specified in paragraph 3.2 of the PWS	100% Compliance	Continual	Random Inspections/ Customer Surveys or feedback/ Review of work requests. 100% of all requests for correspondence.	Monday through Friday Support/ Quality/Timeliness

4.3 Administrative Support Services paragraph 3.3:

TASK	Performance Objective	Performance Standards	Frequency	Acceptable Quality level (AQL)	Performance Measure
3.3	Adhere to requirements specified in paragraph 3.2 of the PWS	100% Compliance	Continual	Random Inspections/ Customer Surveys or feedback/ Review of work requests. 100% of all requests for correspondence.	Monday through Friday Support/ Quality/Timeliness

4.4 Curriculum Specialist Support Services paragraph 3.4:

Task	Performance Objective	Performance Standards	Frequency	Acceptable Quality level (AQL)	Surveillance Method
3.4	Develop, compile, review and maintain detailed data on NJROTC unit academic status.	Academic unit status will be kept current utilizing reports from individual unit commanders that are submitted to the applicable Area Managers. Monthly status reports will be submitted to the NJROTC Director.	Monthly and as directed by the NJROTC Director.	100% Monthly status reports submitted IAW procedure NLT than the 2 nd work day following the end of the report month.	Submission and review of reports by the NJROTC Director.
3.4	Maintain the NJROTC Test Item Bank and Test Item Discrepancy Control System. Prepare the annual National Academic	The Test Item Bank and Item Discrepancy Control System will be kept updated and current. The announcement and test instructions will be prepared and distributed to all active	Updates and , corrections will be completed as required on a continuous basis. timeframes established by	Current/accurate Test Item Bank /Item Discrepancy Control System 98%. 100% of all National Academic Competition Announcements and test instructions will be provided NLT the date	Periodic review of the NJROTC Test Item Bank and Discrepancy control System. Feedback from NJROTC unit and Area Managers.

	Competition announcement and test instructions.	NJROTC units.	the NJROTC Director.	established by NSTC.	
3.4	Develop, revise and , delete curriculum. Develop formats and specifications for instructional material. Develop and revise instructional standards and delivery methods of subject matter.	Course material, curriculum will be kept current in order to provide quality and relevant instruction in a standardized delivery method.	Course material and subject content is monitored on a continual basis to ensure curriculum is current and relevant.	Additions, updates or deletion of subject matter will be presented to the NJROTC Director for review and approval prior to implementation. Such instructional revisions will be approved and implemented prior to the beginning of following school year.	Feedback from unit commanders, Area Managers and review of course curriculum by the NJROTC Director.
3.4	Coordinate the SECNAV Naval Honor Schools Program, NJROTC Academy Program, NROTC Scholarship Program and the annual Joseph C. Gilliam Academic Achievement Award.	Honors, scholarship and academic achievement award guidelines and convening/selection boards will be established and made available to Area Managers and unit commanders.	These are annual and periodic requirements made available throughout the academic year.	NJROTC guidelines and procedures mandate the dissemination of all honors, scholarship and award documentation. 100% of all such material will reach the NJROTC unit commanders NLT pre-established time-frames set by NSTC.	Feedback from unit commanders, Area Managers and review of course curriculum by the NJROTC Director.

4.5 Program Analyst Support Services paragraph 3.5:

Task	Performance Objective	Performance Standards	Frequency	Acceptable Quality level (AQL)	Surveillance Method
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3.5	Develop, compile, review and maintain detailed data on NJROTC and NNDCC applications. Review Organize all applications requesting the establishment of new NJROTC and NNDCC units.	Provide NJROTC Director with information and recommendations. Develop initial analysis of application information in comparison with program requirements. Work conducted in accordance with NSTC policy and NJROTC governing regulations.	Monthly and as directed by the NJROTC Director.	Monthly status reports will be submitted in accordance with timeframes established by the NJROTC Director. Reports will be submitted NLT the dates prescribed by the NJROTC Director. 100% of all monthly reports will be submitted NLT the 2 nd work day following the end of the report month.	Submission and review of reports by the NJROTC Director.
3.5	Review and update the database consisting of the recommended "List of Nominated Schools" applying for NJROTC and NNDCC units. Answer queries concerning the NJROTC/NNDCC unit establishment/disestablishment process.	Maintain the electronic database "List of Nominated Schools" in an accurate and orderly fashion. The system will be kept updated and current. Answer queries concerning the NJROTC/NNDCC unit establishment/disestablishment process, in an accurate and timely manner. Work conducted in accordance with NSTC policy and NJROTC governing regulations.	Updates and corrections will be completed as required on a continuous basis. On an as required basis with respect to requests for information.	The electronic database "List of Nominated Schools" will be current and accurate. The acceptable accuracy rate for the list is 100% .	Periodic review of the recommended "List of Nominated Schools" applying for NJROTC and NNDCC units.
3.5	Prepare drafts/updates for briefings, presentations. Prepares analysis of NJROTC/ NNDCC program data. Perform research tasks in order to obtain a variety of NJROTC/NNDCC unit cost and performance	Data will be organized and accurate in order to provide quality data for management decisions.	Data will be organized and updated on a continual basis to ensure data is current and relevant.	Data updates or deletion of subject matter will be presented to the NJROTC Director for review and approval prior to implementation. Such revisions will be approved and implemented prior to the beginning of following fiscal year.	Feedback from unit commanders, Area Managers and review of data by the NJROTC Director.

	data.				
3.5	<p>Organize Graduate Report data or reports on NJROTC/NND CC unit expenditures ensuring compliance with NJROTC requirements.</p> <p>Provide support in receiving, compiling and organizing congressional inquiries.</p> <p>Coordinates the "Alternative Scholarship Reservation (ASR) Program.</p>	<p>Assemble information to provide effective evaluation of information which can be used for future planning and operations.</p> <p>Provide analysis of NJROTC/NNDCC unit short and long range funding requirements based on NSTC CD planning of program objectives.</p> <p>Analyze, review and recommend to Operations Manager summary information regarding ASR submissions /selections, the NJROTC STEM</p>	<p>There are annual and periodic requirements made available throughout the year. Data will be organized and updated on a continual basis to ensure data is current and relevant.</p>	<p>Data updates or deletion of subject matter will be presented to the NJROTC Director for review and approval prior to implementation. Such revisions will be approved and implemented prior to the beginning of following fiscal year.</p>	<p>Feedback from unit commanders, Area Managers and review of data by the NJROTC Director.</p>
3.5	<p>Manages the NJROTC STEM Program.</p>	<p>Annually establish field requirements for Sea Perch usage and coordinate distribution of Sea Perch (STEM) kits to units nationwide.</p> <p>Ensure annual In-Service Training and NIOT training of instructors in the preparation and use of STEM kits.</p> <p>Annually Prepare notification for all units as to ONR/CNRC sponsored competitions and other interscholastic opportunities.</p> <p>Collect and analyze feedback on usage of STEM initiatives.</p>	<p>There are annual and periodic requirements made available throughout the year. Data will be organized and updated on a continual basis to ensure data is current and relevant.</p>	<p>Data updates or deletion of subject matter will be presented to the NJROTC Director for review and approval prior to implementation. Such revisions will be approved and implemented prior to the beginning of following fiscal year.</p>	<p>Feedback from unit commanders, Area Managers and review of data by the NJROTC Director.</p>
3.5	<p>Coordinates the NJROTC</p>	<p>Analyze inputs from instructors in Pilot</p>	<p>There are annual and</p>	<p>Data updates or deletion of subject</p>	<p>Feedback from unit commanders, Area</p>

	Suicide Prevention Program.	<p>Program to provide source information, methods and best practices for system-wide roll-out and annual updates to the Suicide Prevention Program.</p> <p>Continue to research, develop and provide materials of instruction for unit instructors</p> <p>Conduct annual in-service and NIOT training for instructors.</p> <p>Monitor use of the Suicide Prevention Program via end of year and Area Manager Inspection reports.</p> <p>Collect and analyze data feedback from the field on effectiveness of the program and possible improvements/best practices for distribution to other units.</p>	periodic requirements made available throughout the year. Data will be organized and updated on a continual basis to ensure data is current and relevant.	matter will be presented to the NJROTC Director for review and approval prior to implementation. Such revisions will be approved and implemented prior to the beginning of following fiscal year.	Managers and review of data by the NJROTC Director.
3.5	Coordinates the NJROTC By-Stander Intervention Program.	<p>Analyze inputs from instructors in Pilot Program to provide source information, methods and best practices for system-wide roll-out and annual updates to of Bystander Intervention Program.</p> <p>Continue to research, develop and provide materials of instruction for unit instructors</p> <p>Conduct annual in-service and NIOT training for instructors.</p> <p>Monitor use of the</p>	There are annual and periodic requirements made available throughout the year. Data will be organized and updated on a continual basis to ensure data is current and relevant.	Data updates or deletion of subject matter will be presented to the NJROTC Director for review and approval prior to implementation. Such revisions will be approved and implemented prior to the beginning of following fiscal year.	Feedback from unit commanders, Area Managers and review of data by the NJROTC Director.

		<p>Bystander Intervention Program via end of year and Area Manager Inspection reports.</p> <p>Collect and analyze data feedback from the field on effectiveness of the program and possible improvements/best practices for distribution to other units.</p>			
3.5	Coordinates NJROTC Anti-Bullying initiatives	<p>Analyze inputs from instructors in Pilot Program to provide source information, methods and best practices for system-wide roll-out of and annual updates to Anti-Bullying Initiatives.</p> <p>Continue to research, develop and provide materials of instruction for unit instructors</p> <p>Conduct annual in-service and NIOT training for instructors.</p> <p>Monitor use of the Anti-Bullying Program via end of year and Area Manager Inspection reports.</p> <p>Collect and analyze data feedback from the field on effectiveness of the program and possible improvements/best practices for distribution to other units.</p>	<p>There are annual and periodic requirements made available throughout the year. Data will be organized and updated on a continual basis to ensure data is current and relevant.</p>	<p>Data updates or deletion of subject matter will be presented to the NJROTC Director for review and approval prior to implementation. Such revisions will be approved and implemented prior to the beginning of following fiscal year.</p>	<p>Feedback from unit commanders, Area Managers and review of data by the NJROTC Director.</p>

5.0 PERIOD OF PERFORMANCE:

Base Year: 1 October 2014 through 30 September 2015

6.0 WORK HOURS:

The Contractor shall develop personnel work schedules to ensure all tasks described in the PWS are performed. Information is provided as historical information only to provide insight on existing work schedules. Core work hours are 0700-1700 Monday through Friday.

7.0 PLACE OF PERFORMANCE:

(3.1) Logistics Support, (3.2) Administrative Support, (3.4) Curriculum Specialist Support and (3.5) Program Analyst Support:

Naval Junior Reserve Officers Training Corp

Building 3231

NAS Pensacola, FL 32508-5220

POC: LuAnn Whittington Civ NSTC, N1

(3.3) Administrative Support:

5510 CBC, 8th Street

Building 343

Gulfport MS 39501-5003

POC: LuAnn Whittington Civ NSTC, N1

8.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Tasks are primarily in an office environment. There may be occasional work in a warehouse/storeroom environment and lifting items up to 40 pounds for the Logistics Support.

9.0 REIMBURSABLE TRAVEL EXPENSES:

The Government anticipates that the (3.1) Logistics Support will be required to travel to other NJROTC units for the purposes of conducting inventories of NJROTC uniforms and equipment and to attend SECNAV sponsored NJROTC events as deemed necessary in carrying out the requirements of the Performance Work Statement (PWS). The date and destination of travel will be made available with sufficient time to allow approval and to make travel arrangements. All travel shall be in direct support of the PWS. Based on FY10/FY11 /FY12 and 13) travel data, it is expected that 2 trips will be required for FY15 with a cost NTE \$3,000.00. The Government anticipates that the Program Analyst Support and Curriculum Specialist Support will be required to travel up to eight NJROTC Area In-Service Training events, New Instructor Orientation training (NIOT) and the Tri-Service JROTC business meeting in support of program objectives for the purposes of conducting training of NJROTC instructors and coordinating with other service counterparts as deemed necessary in carrying out the requirements within the Performance Work Statement (PWS). The date and destination of travel will be made available in sufficient time to allow approval and make travel arrangements. All travel shall be in direct support of the PWS. Based on FY12 and FY 13 travel data, it is expected that 4 trips per individual will be required for FY15 with a cost NTE \$8,000.00.

10.0 GENERAL HOUSEKEEPING:

Contractor personnel shall keep his/her office and work area in a clean, presentable, safe condition at all times.

11.0 NON-PERSONAL SERVICE STATEMENT:

Contractor management shall ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

12.0 EMPLOYMENT OF FEDERAL EMPLOYEES:

The Contractor shall not employ or enter into a contract with any person to perform work under this contract who is an employee of the United States Government, either military or civilian, unless such person receives approval IAW applicable Federal and DOD regulations.

13.0 SECURITY REQUIREMENTS:

All work is expected to be **unclassified** or unclassified sensitive data including Personally Identifiable Information (PII). The Contractor shall meet all requirements of the Privacy Act; DOD 5239 and 8570 instructions. No requirement exists for the handling of classified data.

Work under this task order requires access to personally identifiable information (PII) and information protected by the Privacy Act of 1974. In addition to the security requirements below, contractors performing work under this task order must meet the following criteria: Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be US Citizens; therefore US Citizenship is a requirement. In all cases contract employees must meet eligibility requirements for a position of trust at a minimum. The Contractor shall comply with all applicable DoD security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, sensitive but unclassified (SBU) information, classified information, and all government personnel work products that are obtained or generated in the performance of this task order. Contractor employees are required to have National Agency Check, Local Agency Check and Local Credit Check (NACLC) investigation at a minimum in accordance with DoD Instruction 8500.2. Local Agency Check and Local Credit Check must be submitted and results received prior to commencement of work. A security clearance may also be required to perform work under this contract.

AN "UNFAVORABLE" OR "NO DETERMINATION" ADJUDICATION OF THE CONTRACTOR EMPLOYEES INVESTIGATION WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS TO THE WORKSPACE AND RECORDS.

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, SBU information, areas critical to the operations of the command, and/or classified information. Although these contracts may not be classified, contractor employees are required to have obtained a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLC) determination at a minimum. The Department of the Navy (DoN) has determined that all DoN Information systems are sensitive regardless of whether the information is classified or unclassified. A Contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DoN Computer systems must undergo investigation for a position of trust to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when determinations for facility access only will be required on the contractor employees. The following addresses those requirements for Security.

NO FOREIGN NATIONAL WILL BE EMPLOYED ON THIS GOVERNMENT CONTRACT.

This clause does not apply to employees hired overseas In accordance with Status of Forces Agreements, Diplomatic (memorandums) of understanding or other Host Nation Agreements. Employees hired under these agreements are

subject to local pre-employment checks.

“Each contractor employee shall comply with the HSPD-12 E-Verify Federal Acquisition Regulations FAR **Clause 52.222-54 Employment Eligibility Verification**”

All contractors, working within DoN Spaces must be entered into the Joint Personnel Adjudication System (JPAS), and then owned by their contracting company facility Security Officer (FSO). The receiving command Security Manager will then service those individuals in JPAS for tracking and monitoring of their investigation status.

If no previous investigation exists the contractor personnel shall complete the requirement for a NACLC.

NACLC's for positions of trust will be processed through the receiving command Security Manager.

Investigative requirements for DoN Contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of contractor personnel for security clearance eligibility are processed by the Office of Personnel Management (OPM) and adjudicated by Defense Industrial Security Clearance Office (DISCO). When Sensitive Compartmented Information (SCI) access is at issue, the **Department of the Navy Central Adjudication Facility (DoNCAF)** is the adjudicative authority for all DoN Contractor personnel requiring SCI access eligibility.

The Contractor shall ensure that a complete security package, (SF-85, SF-85P, SF-86 and FD258 2 copies) are submitted to the Command Security Officer receiving the contracted services in order for the Security Officer to conduct a suitability review of the submitted investigative forms.

The Contractor FSO or security representative shall ensure that individuals assigned to the command are U.S. citizens and will ensure completion of the SF-85P or SF-86. The SF-85P or SF-86 along with the original signed release statements and two applicant fingerprint cards (FD 258) will be forwarded to the receiving command Security Manager at least one week prior to reporting for duty.

Personnel cannot be properly processed and provided system access prior to their reporting date without receiving the investigative paperwork one week prior.

For contracts requiring a position of trust the Command Security Officer will submit the forms for a position of trust. For classified contracts the Contractor FSO will submit the SF-86 to OPM for processing and eventual adjudication by DISCO.

The completed SF-85P or SF-86 will be reviewed by the receiving command Security Manager for completeness, accuracy and suitability prior to the submission. If the Contractor appears suitable after the questionnaire has been reviewed, the request will be forwarded to OPM.

The completed SF-85P or SF-86 along with attachments will be forwarded to the Office of Personnel Management (OPM) who will conduct the NACI investigation or equivalent. All contract personnel will in-process with the receiving command Security Manager and Information Assurance Manager upon arrival to the command and will out-process prior to their departure.

Please note: When processing a Questionnaire for National Security Positions, the applicants can only access the e-QIP system if they have been instructed to do so by an appropriate official at sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire, unless granted access by an appropriate agency official. The e-QIP software can be accessed at the Office of Personnel Management (OPM) website <http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil> the Contractor shall provide the completed Questionnaire for Public Trust Positions, or Questionnaire for National Security Positions with the original signed release statements and two applicant fingerprint cards (FD 258) to the receiving command Security Manager for suitability determination. The receiving command Security Manager will review the form for completeness, accuracy and suitability issues, and

forward to OPM as detailed on the OPM website. Applicants can obtain an SF-86 or SF-85P by visiting the Office of Personnel Management (OPM) website located at: <http://www.opm.gov/forms/html/sf.asp>. The responsibility for providing the fingerprint cards rests with the Contractor.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the receiving command Security Manager for the determination in cases where a favorable determination cannot be reached due to the discovery of potentially derogatory information. The command will provide written notification to the Contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information. Determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure. Contractor will not handle classified information.

The FSO will ensure that the SAAR-N is forwarded to the receiving command Security Manager for receipt at least one week prior to the start date for the individual.

"ALL AUTHORIZED USERS OF DoD INFORMATION SYSTEMS SHALL RECEIVE INITIAL INFORMATION ASSURANCE IA ORIENTATION AS A CONDITION OF ACCESS AND THEREAFTER MUST COMPLETE ANNUAL IA REFRESHER AWARENESS TRAINING TO MAINTAIN AN ACTIVE USER ACCOUNT."

Pre-employment Clearance Action: Employees requiring access to classified information, upon reporting to their position, will be read into access by the local command security representative. A local classified material handling indoctrination will take place at that time.

The I-9 form lists acceptable forms of identification that can be provided to prove U.S. citizenship. Dual citizens are required to renounce their secondary citizenship in order to work for the U.S. government. Citizenship can be renounced by turning in the foreign national passport to a government security officer for destruction or to the originating embassy of the passport. Individuals should request a signed affidavit from their embassy recognizing the renouncing of their citizenship.

Acceptable Proof of Citizenship

- a. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include: baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of birth. Other documentary evidence can be early census, school, or family bible records, newspaper files, or insurance papers. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.
- b. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.
- c. A Passport, current or expired, is acceptable proof of citizenship.
- d. A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.
- e. If Citizenship is from the Island of Puerto Rico; see Puerto Rico Birth Certificates Law 191 of 2009, at web site <http://www.prfaa.com/birthcertificates/>.
- f. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:
 - (1) A Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.
 - (2) A Report of Birth Abroad of a Citizen of the United States of America.

(3) A Certificate of Birth.

13.1 TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS:

Purpose: Reference is hereby made to Navy awarded contracts requiring Contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although these contracts are not classified and therefore Contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. A Contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DON computer systems must undergo a National Agency Check to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the contractor employees. The following addresses those requirements for Trustworthiness Security.

"Each Contractor employee shall have a favorably completed National Agency Check (NAC).

If contractor personnel currently have a favorably adjudicated NAC the Contractor will notify the Security Manager of the command they shall visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year.

If no previous investigation exists the contractor personnel shall complete the requirement for a Trustworthiness NAC.

The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Questionnaires for Investigations Processing (e-QIP). Please note: Applicants can only access the e-QIP system if they have been instructed to do so by an appropriate official at sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire, unless granted access by an appropriate agency official .

Investigative requirements for DON contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of contractor personnel for security clearance eligibility are processed by the OPM and adjudicated by Defense Industrial Security Clearance Office (DISCO). When SCI access is at issue, The DON CAF is the adjudicative authority for all DON contractor personnel requiring SCI access eligibility.

The e-QIP software can be accessed at the Office of Personnel Management (OPM) website <http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil> the Contractor should provide the completed PSQ for verification or a completed SF-86 or SF-85P to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). Applicants can obtain an SF-86 or SF-85P by visiting the Office of Personnel Management (OPM) website located at: <http://www.opm.gov/forms/html/sf.asp>. The responsibility for providing the fingerprint cards rests with the Contractor. The Security Manager will review the form for completeness, accuracy and suitability issues.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written notification to the Contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information.

Trustworthiness determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure." Security clearance requirements are defined in DD254 of the basic contract.

"ALL AUTHORIZED USERS OF DOD INFORMATION SYSTEMS SHALL RECEIVE INITIAL IA AWARENESS ORIENTATION AS A CONDITION OF ACCESS AND THEREAFTER MUST COMPLETE ANNUAL IA REFRESHER AWARENESS TRAINING TO MAINTAIN AN ACTIVE USER ACCOUNT."

14.0 CONTRACTOR FURNISHED MATERIAL:

None.

15.0 GOVERNMENT PROPERTY FURNISHED:

The Government will provide all consumable supplies required for the tasks listed above to include photography equipment. The Contractor shall maintain the assigned working space in a neat and orderly manner. Contractor shall only use government-furnished facilities, equipment and supplies to accomplish the tasks required under this order. Personal or company use of Photography equipment, phones, utilities, computers, printers, copiers, etc., not directly related to required services is strictly prohibited. **The use of government vehicles incidental in the performance of this tasking is authorized.** The Contractor shall not remove any government-furnished equipment or supplies from the worksite without the express written permission of the Designated Government Representative (DGR).

16.0 CONTRACTOR IDENTIFICATION:

Contracting personnel shall identify themselves as "Contractors" when attending meetings, answering Government telephones, or working in situations where their actions could be construed as official government acts. The Contractor must ensure that their employee(s) display(s) his or her name and the name of the company while in the work area, and include the company's name in his or her email display.

17.0 PERSONNEL COMPLIANCE:

The Contractor shall ensure that contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, "off limits" areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the Contractor shall comply with the more stringent of the directives or instructions.

18.0 SMOKING/DRUG/ALCOHOL POLICY:

The Contractor shall comply with local command smoking policies and workforce requirements. The Contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. Copies of both policies will be provided to the Contractor by the local command Administrative Officer (AO) at performance start date.

19.0 PERSONNEL CONDUCT:

The selection, assignment, reassignment, transfer, supervision, management, and control of Contractor personnel employed to perform tasks specified herein shall be the responsibility of the Contractor. The Contractor shall be responsible for the performance and conduct of Contractor and Subcontractor employees at all times. Personnel employed by the Contractor in the performance of this contract, or any representative of the Contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The Contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government's standards of conduct.

20.0 PERSONAL APPEARANCE:

Contractor personnel shall comply with local military commander's published dress codes.

21.0 PERSONNEL REMOVAL:

Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and security shall be applicable to all Contractor

employees and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the Contractor from the responsibility for the work defined in this contract. The Contractor is expected to provide support services despite personnel removal or other unforeseen condition. Should replacement become necessary, the government reserves the right to review all resumes of proposed candidates.

- **Removal by Installation Commander:** The Installation Commander may, at his/her discretion, bar an individual from the installation under the authority of 18USC 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.
- **Removal Requested by Designated Government Representative (DGR):** The DGR may require the Contractor to remove an employee working under this contract for reasons of misconduct or security violations. Contractor employees shall be subject to dismissal from the premises upon determination by the DGR that such action is necessary in the interest of the Government.
- **Removal by Military Police:** Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee's presences on the installation may be contrary to good order, discipline, or installation security and safety.
- **Removal for Unsatisfactory Performance:** The government reserves the right to require the Contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

22.0 INTERACTION WITH OTHER ACTIVITIES:

Government and Contractor personnel will be working in common areas during working hours. Contractor performance shall not interfere with Government work in the area where any service or maintenance work is being performed. In the event the Contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this PWS, the Contractor shall notify the DGR immediately. The Contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the KO or DGR/COR to stop work. Failure by the Contractor to notify the DGR and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions. Other Government Contractor's may be performing required services in areas that interrelate with the requirements of this contract. The Government will facilitate initial contact between Contractor's performing other contracts and this contract. The Contractor shall provide all further required coordination between other Contractor's for any task specified in this contract that relates to or impacts on any other contracted work.

23.0 SAFETY:

Contractor personnel shall utilize as applicable, personal protective equipment (PPE) required to execute the mission in a safe manner including earplugs, earmuffs, foot protection toecaps, respiratory equipment, and eye protective safety goggles or shields. Safety shoes if required, is considered personal clothing and will be purchased at Contractor expense.

The Contractor is solely responsible for compliance of all safety regulations of employees while working on government owned facilities. All accidents which may arise out of, or in connection with, performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the Contracting Officer and cognizant Contracting Officer Representative (COR) within twenty-four hours of such occurrence. Reports shall provide full details of the accident, including statements from witnesses. The fore-going procedures shall also apply to any claim made by a third party against the Contractor as a result of any accident that occurs in connection with performance under this contract.

24.0 DELIVERABLES:

24.1 Management/Quality Control Plan (QCP): The Contractor shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. Offerors shall prepare and submit a management/quality control plan. The plan shall discuss the Contractor's overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, identifying potential improvements, and managing day

to day operations. As part of the management/QCP, the Contractor may conduct internal QC inspections. Results of any Contractor internal QC inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this SOW. The Government may periodically require the Contractor to update/revise the management/QCP to ensure quality service is maintained throughout the life of the contract.

24.2 5237.102(90) ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA) The Contractor shall report ALL Contractor labor hours (including Subcontractor labor hours) required for performance of services provided under this contract for Naval Junior Reserve Officer Training Corp (NJROTC) Naval Air Station Pensacola FL. via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

25.0 MEETINGS AND BRIEFINGS:

When requested by the DGR, the Contractor shall attend, participate in and furnish input to scheduled and unscheduled meetings, conferences, and briefings. Frequency may be weekly, monthly, or as otherwise required.

25.1 Monthly Meetings: The Contractor shall meet with the designated government representative (DGR), and the Government Quality Assurance Evaluator (QAE) on a monthly basis to review contract performance. Meetings shall include review and analyses of key process indicators, analyses of process deficiencies, and problem resolution. At these meetings, the DGR and the Contractor shall discuss the Contractor's performance as viewed by the Government and problems, if any, being experienced. The Contractor shall take appropriate action to resolve outstanding issues. A mutual effort shall be made by the Contractor and DGR/COR to resolve any and all problems identified.

25.2 Meeting Attendees: Meeting attendees shall include Contractor managerial, supervisory, and/or other personnel knowledgeable of the subject matter.

25.3 Management and Administration: The Contracting Officer (KO) has ultimate authority for administration of this contract. The KO may delegate authority through various appointed representatives, including, but not limited to, the COR, technical assistants, one or more technical monitors, and other Government representatives associated with specific functions.

26.0 NON-PERSONAL SERVICE STATEMENT:

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

27.0 GOVERNMENT MANAGEMENT OVERSITE:

Government management will provide general instructions on limitations, deadlines and how the work is to be completed. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The Contractor's employees shall independently carry out the assignments within the confines of the PWS. Completed work will be spot-checked by Government management for adherence to procedures, accuracy and completeness. The Government reserves the right to require the Contractor to remove and replace any contractor employees that do not meet the skill required to perform IAW the PWS.

INCUMBENT: Kera Enterprises, Inc. / N68836-13-C-0017
Logistics Support Services Inc. / N00244-11-D-0035-J947

HISTORICAL RESOURCE TOOL: The below table illustrates the historical labor mix utilized by the incumbent and is provided only as a tool to assist in establishing resources. The labor categories / mix may not accurately reflect the labor category / mix required under this requirement. It is the Contractor's sole responsibility to determine appropriate resources needed to accomplish work required by the PWS.

<i>POSITION</i>	<i>NUMBER OF PERSONNEL</i>
21030 MATERIAL COORDINATOR	1
01020 ADMINISTRATIVE ASSISTANT	2
CURRICULUM SPECIALST **GS-12 Equivalent	1
PROGRAM ANALYST SUPPORT **GS-11 Equivalent	1

SERVICE CONTRACT ACT: This requirement falls within the scope of the Service Contract Act, FAR Subpart 22.10. Pursuant to Federal Acquisition Regulation (FAR) CLAUSE 52.222-41, Service Contract Act of 1965, as amended, the following US Department of Labor Wage Determination is incorporated.

Wage Determination No.: 2005-3033 | Revision No.: 13 | Date Of Revision: 06/19/2013 **Pensacola, FL.

Wage Determination No.: 2005-2301 | Revision No.: 13 | Date Of Revision: 06/19/2013 **Gulfport, MS.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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0001	POP 01-OCT-2014 TO 30-SEP-2015	N/A	CHIEF OF NAVAL EDUCATION AND TRAINING GOVERNMENT REPRESENTATIVE 250 DALLAS STREET PENSACOLA FL 32508-5220 FOB: Destination	N00062
0002	POP 01-OCT-2014 TO 30-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00062

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 22NW 252 3560A 0 068566 2D CCA001 00

COST CODE: 3560A5CAAA0Q

AMOUNT: \$400,043.16

CIN N3560A15RCCA0010001: \$385,579.20

CIN N3560A15RCCA0010002: \$14,463.96

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-13	System for Award Management Maintenance	JUL 2013
52.212-4	Contract Terms and Conditions--Commercial Items	MAY 2014
52.222-54	Employment Eligibility Verification	AUG 2013
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 2014
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7002	Requests for Equitable Adjustment	DEC 2012

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2014)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

X (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (July 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) [Reserved]

___ (6) 52.204-14, Service Contract Reporting Requirements (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug, 2013) (31 U.S.C. 6101 note).

___ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (July 2013) (41 U.S.C. 2313).

___ (10) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (MAY 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

X (11) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

X (12) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (13) [Reserved]

___ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

____ (ii) Alternate I (NOV 2011).

____ (iii) Alternate II (NOV 2011).

____ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

____ (ii) Alternate I (Oct 1995) of 52.219-7.

____ (iii) Alternate II (Mar 2004) of 52.219-7.

____ (16) 52.219-8, Utilization of Small Business Concerns (MAY 2014) (15 U.S.C. 637(d)(2) and (3)).

____ (17)(i) 52.219-9, Small Business Subcontracting Plan (July 2013) (15 U.S.C. 637(d)(4)).

____ (ii) Alternate I (Oct 2001) of 52.219-9.

____ (iii) Alternate II (Oct 2001) of 52.219-9.

____ (iv) Alternate III (Jul 2010) of 52.219-9.

____ (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).

X (19) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).

____ (20) 52.219-16, Liquidated Damages—Subcon-tracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

____ (21)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Oct 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

____ (ii) Alternate I (June 2003) of 52.219-23.

____ (22) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (July 2013) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

____ (23) 52.219-26, Small Disadvantaged Business Participation Program— Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

____ (24) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).

X (25) 52.219-28, Post Award Small Business Program Rerepresentation (July 2013) (15 U.S.C. 632(a)(2)).

____ (26) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (July 2013) (15 U.S.C. 637(m)).

____ (27) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (July 2013) (15 U.S.C. 637(m)).

X (28) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

____ (29) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JAN 2014) (E.O. 3126).

X (30) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

X (31) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

X (32) 52.222-35, Equal Opportunity for Veterans (Sep 2010)(38 U.S.C. 4212).

X (33) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

X (34) 52.222-37, Employment Reports on Veterans (Sep 2010) (38 U.S.C. 4212).

X (35) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

X (36) 52.222-54, Employment Eligibility Verification (Aug 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

X (37)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

____ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

____ (38) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

____ (39)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (Dec 2007) (E.O. 13423).

____ (ii) Alternate I (Dec 2007) of 52.223-16.

X (40) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).

____ (41) 52.225-1, Buy American--Supplies (MAY 2014) (41 U.S.C. chapter 83).

____(42) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (MAY 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

(ii) Alternate I (MAY 2014) of 52.225-3.

(iii) Alternate II (MAY 2014) of 52.225-3.

(iv) Alternate III (MAY 2014) of 52.225-3.

____ (43) 52.225-5, Trade Agreements (NOV 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (44) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

____ (45) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

____ (46) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150

____ (47) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

____ (48) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

____ (49) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (50) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (July 2013) (31 U.S.C. 3332).

____ (51) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (July 2013) (31 U.S.C. 3332).

____ (52) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

____ (53) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

____ (54)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

____ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X (1) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (MAY 2014) (41 U.S.C. chapter 67).

_____ (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (MAY 2014) (41 U.S.C. chapter 67).

X (7) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495).

_____ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

_____ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (MAY 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 1998) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

_____Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (MAY 2014) (41 U.S.C. chapter 67).

(xi) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (MAY 2014) (41 U.S.C. chapter 67).

(xii) 52.222-54, Employment Eligibility Verification (Aug 2013).

(xiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 DAYS (insert the period of time within which the Contracting Officer may exercise the option).

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

*	Employee Class	Monetary Wage-Fringe Benefits
<u>TASK</u> FL. **	<u>LABOR CATEGORY</u>	SCA/WD Escambia County,
3.1	21030 MATERIAL COORDINATOR	Wage Determination No: 2005-3033 Revision No: 13 Date of Revision: 06/19/2013
	** Incumbent contractor	
<u>TASK</u> FL. **	<u>LABOR CATEGORY</u>	SCA/WD Escambia County,
3.2	01020 ADMINISTRATIVE ASSISTANT	Wage Determination No: 2005-3033 Revision No: 13 Date of Revision: 06/19/2013
	** Incumbent contractor	
<u>TASK</u> MS. ***	<u>LABOR CATEGORY</u>	SCA/WD Harrison County,
3.3	01020 ADMINISTRATIVE ASSISTANT	Wage Determination No: 2005-3033 Revision No: 13 Date of Revision: 06/19/2013
	*** New Position	
<u>TASK</u> 3.4	<u>LABOR CATEGORY</u>	GS-12 **
	CITIZENSHIP DEVELOPMENT CURRICULUM SUPPORT SERVICES	
	*Represents 2014 GS Schedule for rest of US with locality.	
	** Incumbent contractor	
<u>TASK</u> 3.5	<u>LABOR CATEGORY</u>	GS-11 **
	CITIZENSHIP DEVELOPMENT PROGRAM ANALYST SUPPORT	
	*Represents 2014 GS Schedule for rest of US with locality.	
	** Incumbent contractor	

(End of clause)

Establishing a Minimum Wage for Contractors (Deviation 2014-O0017) (June 2014)

This clause implements Executive Order 13658, Establishing a Minimum Wage for Contractors, dated February 12, 2014, and OMB Policy Memorandum M-14-09, dated June 12, 2014.

(a) Each service employee, laborer, or mechanic employed in the United States (the 50 States and the District of Columbia) in the performance of this contract by the prime Contractor or any subcontractor, regardless of any contractual relationship which may be alleged to exist between the Contractor and service employee, laborer, or mechanic, shall be paid not less than the applicable minimum wage under Executive Order 13658. The minimum wage required to be paid to each service employee, laborer, or mechanic performing work on this contract between January 1, 2015, and December 31, 2015, shall be \$10.10 per hour.

(b) The Contractor shall adjust the minimum wage paid under this contract each time the Secretary of Labor's annual determination of the applicable minimum wage under section 2(a)(ii) of Executive Order 13658 results in a higher

minimum wage. Adjustments to the Executive Order minimum wage under section 2(a)(ii) of Executive Order 13658 will be effective for all service employees, laborers, or mechanics subject to the Executive Order beginning January 1 of the following year. The Secretary of Labor will publish annual determinations in the Federal Register no later than 90 days before such new wage is to take effect. The Secretary will also publish the applicable minimum wage on www.wdol.gov (or any successor website). The applicable published minimum wage is incorporated by reference into this contract.

(c) The Contracting Officer will adjust the contract price or contract unit price under this clause only for the increase in labor costs resulting from the annual inflation increases in the Executive Order 13658 minimum wage beginning on January 1, 2016. The Contracting Officer shall consider documentation as to the specific costs and workers impacted in determining the amount of the adjustment.

(d) The Contractor Officer will not adjust the contract price under this clause for any costs other than those identified in paragraph (c) of this clause, and will not provide price adjustments under this clause that result in duplicate price adjustments with the respective clause of this contract implementing the Service Contract Labor Standards statute (formerly known as the Service Contract Act) or the Wage Rate Requirements (Construction) statute (formerly known as the Davis Bacon Act).

(e) The Contractor shall include the substance of this clause, including this paragraph (e) in all subcontracts.

(End of Clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses: <http://acquisition.gov/far/>

DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfars/>

(End of clause)

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

**252.209-7994 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2015
APPROPRIATIONS (DEVIATION 2014-O0004) (OCTOBER 2013)**

(a) In accordance with section 101(a) of Division A of the Continuing Appropriations Act, 2014 (Pub. L. 113-46), none of the funds made available by that Act for DoD (including Military Construction funds) may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [____] is not [____] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [____] is not [____] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.209-7999 Representation by corporations regarding an unpaid delinquent tax liability or a felony conviction under any Federal law (Deviation 2012-O0004) (JAN 2012)

(a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012, (Pub. L. 112-74) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax

liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that –

(1) It is () is not () a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is () is not () a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.219-7009 SECTION 8(A) DIRECT AWARD (SEP 2007)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Partnership Agreement between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA, even if not identified in Section A of this contract, is the prime contractor and retains responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is:

U.S Small Business Administration
Washington Metropolitan Area District Office
409 3rd Street SW
Washington, DC 20416
Office: 202-205-8800
Website: <http://www.sba.gov/dc>

(b) The contracting office is responsible for administering the contract and for taking any action on behalf of the Government under the terms and conditions of the contract; provided that the contracting office shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting office also shall coordinate with the SBA prior to processing any novation agreement. The contracting office may assign contract administration functions to a contract administration office.

(c) The 8(a) Contractor agrees that--

(1) It will notify the Contracting Officer, simultaneous with its notification to the SBA (as required by SBA's 8(a) regulations at 13 CFR 124.308), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Pub. L. 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless the SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

(End of Clause)

252.219-7011 NOTIFICATION TO DELAY PERFORMANCE (JUN 1998)

The Contractor shall not begin performance under this purchase order until 2 working days have passed from the date of its receipt. Unless the Contractor receives notification from the Small Business Administration that it is ineligible for this 8(a) award, or otherwise receives instructions from the Contracting Officer, performance under this purchase order may begin on the third working day following receipt of the purchase order. If a determination of ineligibility is issued within the 2-day period, the purchase order shall be considered canceled.

(End of clause)

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (JUNE 2012)

(a) Definitions. As used in this clause—

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(4) Receiving report means the data required by the clause at 252.246-7000, Material Inspection and Receiving Report.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when—

(1) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment;

(2) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System);

(3) DoD makes payment for rendered health care services using the TRICARE Encounter Data System (TEDS) as the electronic format; or

(4) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

THIS DOCUMENT IS ISSUED IN ANTICIPATION OF THE ENACTMENT OF THE FY2015 DEPARTMENT OF DEFENSE APPROPRIATION ACT OR AN EXTENDED FY2015 CONTINUING RESOLUTION ACT AND IS SUBJECT TO ALL PROVISIONS OF WHICH EVER ACT BECOMES APPLICABLE ON OR AFTER 1 OCTOBER 2014.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2-N-1 “Services Only”

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

NA

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N68732
Issue By DoDAAC	N68836
Admin DoDAAC	N68836
Inspect By DoDAAC	N45928
Ship To Code	
Ship From Code	
Mark For Code	N45928/ 5808
Service Approver (DoDAAC)	N45928
Service Acceptor (DoDAAC)	N45928
Accept at Other DoDAAC	N/A
LPO DoDAAC	N45928
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

Name	Email	Phone	Role
Stephen Benfield	stephen.benfield@navy.mil	904-270-5308 ext 188	Contracting Officer Representative (COR)
LuAnn Whittington Civ NSTC, N1	luann.whittington@navy.mil	DSN: 792-2682 x199 (847) 688-2682	Customer Financial Point of Contact
LuAnn Whittington Civ NSTC, N1	luann.whittington@navy.mil	DSN: 792-2682 x199 (847) 688-2682	Customer Primary Government Representative
Copies of invoices must be forwarded by U.S mail, fax or email in accordance with order instructions	stephen.benfield@navy.mil	904-270-5308 ext 188	Contracting Officer Representative (COR)

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

Larry Wingard N79C2

850-452-9548 DSN 459-9548

FAX850-452-4210 DSN 459-4210

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

DFARS PGI 204.7108 Payment instructions.

252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all

funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee’s duties, such employees shall in-process with the Navy Command’s Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual’s performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N;

therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the “supervisor”.

The SAAR-N shall be forwarded to the Navy Command’s Security Manager at least 30 days prior to the individual’s start date. Failure to provide the required documentation at least 30 days prior to the individual’s start date may result in delaying the individual’s start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor’s Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command’s Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR’S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

NAME: Lauren Orrok
ADDRESS: lauren.orrak@navy.mil
TELEPHONE: 904 542 4840

(End of Clause)